



## Notes on Completing Renewal Form

- Section 1: Please complete your name, address and contact details as fully as possible. Your personal data will be retained by the SOC in a secure environment and kept confidential, used only by the SOC to provide you with the service/s requested.
- Section 2: Please select your preferred method of payment and the membership category which best describes you. Those applying from outside the UK and Ireland are required to pay an overseas supplement due to the increased costs of mailing publications. Please add £15.00 to all categories of subscription if you live outside the UK and Ireland.
- Section 3: If you are a UK taxpayer, completing a Gift Aid declaration means that SOC can reclaim tax that you have paid to the SOC, without costing you a thing and regardless of Gift Aid donations to other charities. **IMPORTANT:** Please notify us if you no longer pay an amount of income tax or Capital Gains Tax at least equal to the tax we reclaim on your donations in the appropriate tax year (currently 25p for each £1 you give).
- Section 4: Direct Debits greatly simplify administration for the SOC and we would encourage you to use this method of subscription renewal. New Standing Order subscriptions are no longer accepted as a method of payment. Please contact HQ on the number below if you require any guidance about Direct Debits or Standing Orders.

### Category definitions:

Adult:	aged 18 or over
Family:	two adults and all juniors living at the same address
Junior:	aged 17 or under
Student:	aged 18 to 24 and in full-time education (documentary evidence to be provided)
Pensioner:	of an age to draw the <b>State Retirement Pension</b>
Unwaged:	unwaged and receiving benefit
Joint Concession:	two members entitled to concession and living at the same address
Life:	membership for life
Joint Life:	two life members living at the same address

### Library/Institution rates:

Subscriptions for libraries and other similar institutions run from the beginning of January to the end of December in any given year. The current rate for libraries/institutions wishing to obtain copies of SOC publications is £50 per year. Please place an order with us. Payment is by invoice (payment by direct debit is not currently available for library/institutional members).

**Once completed, please return the form to the address overleaf.**

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### Remember:

**If you move house, change bank/building society or stop paying income tax you can contact us at:**

**SOC, Waterston House,  
Aberlady, East Lothian EH32 0PY**

Tel: 01875 871330    e-mail: [mail@the-soc.org.uk](mailto:mail@the-soc.org.uk)  
Fax: 01875 871035    web site: [www.the-soc.org.uk](http://www.the-soc.org.uk)